

THE KALAMAZOO CIVIC THEATRE

JOB DESCRIPTION

Date: 5February 5, 2018
Job Title: Master Electrician
Department: Production
Reports to: Resident Lighting/Sound Designer

Definition:

The Master Electrician is responsible for the installation, care, operation and maintenance of all Civic lighting, sound and special effects equipment. Including, but not limited to supervising interns and training a volunteer pool to assist with install, maintenance, production use, and striking of department equipment.

Performance Responsibilities:

1. Maintain all lighting, sound and special effects equipment, accessories and expendables in good, clean operating condition. Store, protect and secure equipment when not in use.
2. Maintain all lighting, sound, and special effects storage and service areas in clean, organized and safe condition.
3. Execute placement, installation, hanging, circuitry and focus of all lighting, sound and special effect equipment for all productions including events sponsored by other organizations.
4. Assist with training volunteers involved with lighting, sound and special effects.
5. Maintain the lighting, sound, and special effect design and equipment throughout the run of each production.
6. Attend rehearsals as requested.
7. Supervise crews striking lighting, sound and special effects equipment after each show closes to its storage areas and promptly returns all rented equipment to its origin.
8. Research and recommend upgrades and new equipment for present and future performance and rehearsal spaces.
9. Work with Lighting and Sound Designer to develop long range needs of the department.
10. Install theatrical rigging while assuring the safety of his/her work and the safety of other staff, performers, volunteers and audience members.
11. Assist in evaluating, installing and monitoring lighting, sound and special effects needs of rentals located in performing or rehearsal spaces.

Minimum Qualifications:

1. Working knowledge of the principals of lighting technology, sound technology and electricity as they relate to theatre production.
2. A general knowledge of computer lighting consoles and computer aided sound re-production.
3. Willingness to adapt to a very flexible schedule.
4. A familiarity with theatrical lighting and sound techniques, systems and equipment.
5. A familiarity with general special effects, proper and safe use of equipment.
6. A familiarity with basic stage rigging and building electrical systems as they relate to theatre productions.
7. A familiarity with all pertinent electrical codes.
8. Ability to lift 50 lbs.
9. Ability to work from a ladder
10. Ability to work from a height of 55 feet.

Desirable Qualifications:

1. A Bachelors of Arts, Sciences or Fine Arts in the area of Theatre or Technical Theatre.
2. Previous experience in a similar position.

Please send cover letter and resume to: lmcleod@kazoocivic.com